



DUTY STATEMENT

| DIVISION | | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|--|---|----------------------------|---|
| Facilities and Development Division | | Park Maintenance Assistant | 549-802-6766-001 |
| DISTRICT/HQ SECTION | | WORKING TITLE | CBID |
| District Facilities Management | | Park Maintenance Assistant | R12 |
| SECTOR/HQ UNIT | | REPORTING LOCATION | INCUMBENT |
| ADA North Crew | | McClellan, CA | |
| STATE HOUSING | | | IMMEDIATE SUPERVISOR |
| State Housing is not available | | | Park Maintenance Supervisor |
| SENSITIVE POSITION DESIGNATION (Check if applicable) | | | |
| <input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961 | | | |
| POSITION DESCRIPTION | | | |
| <p>Under the supervision of the Park Maintenance Supervisor, the Park Maintenance Assistant (PMA) will perform routine cleanup and unskilled maintenance helper tasks in a construction crew environment. The PMA will assist with routine unskilled maintenance tasks and modifications in various State Parks. The position performs work in the completion of Accessibility Barrier Removal Projects as directed by the Department's Transition Plan to comply with the American Disabilities Act (ADA). The reporting location is at McClellan, CA. The incumbent's work schedule will be February through November, Monday through Thursday from 6:00 am to 4:30 pm and during the months of December and January, the incumbent's work schedule will be Monday through Friday from 7:00 am to 3:30 pm.</p> | | | |
| ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION. | | | |
| ESSENTIAL FUNCTIONS: | | | |
| % | TASK/DUTIES | | |
| 30% | Assist in performing a variety of maintenance and project tasks such as site layout, digging trenches, carrying and stacking materials, modifying utility systems, repairing road surfaces, striping parking areas, painting, roofing repair, repairing grass turf areas, building trails, installing park type furniture and signs, installing drinking fountains and water stations, site cleanup, repairing and servicing equipment, performing plumbing, electrical, mechanical and hardware modifications as needed. | | |
| 30% | Assist with concrete forming and placement of concrete, screwing, tamping and finishing, minor grading and leveling, clean up tools and site. | | |
| 25% | Assist with carpentry projects such as placement and replacement of shade structures, assembly and repair of tabletops, benches, cabinets, and office counters. Assist with repair and expansion of buildings including restrooms, entry kiosks and storerooms. Drive vehicles from job site to job site. Clean up of tools, site, vehicles, trailers and equipment. | | |
| 10% | Participate in onsite training for Accessibility Requirements and safety programs. Train in the use of timesheets, project record keeping, and State Vehicle Inspections. Assist with material and equipment inventory. | | |
| MARGINAL FUNCTIONS: | | | |
| % | TASK/DUTIES | | |
| 5% | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. | | |
| TYPICAL WORKING CONDITIONS | | | |

In an outdoor park location or warehouse setting. Travel is required.

TELEWORK DESIGNATION:

This position is designated as NOT Telework Eligible.

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)

SUPERVISOR SIGNATURE

DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)

EMPLOYEE SIGNATURE

DATE